



**Ministry of Labour**  
**DEPARTMENT OF CO-OPERATIVES**  
**82, BRICKDAM, GEORGETOWN**



**CHECKLIST FOR REGISTRATION OF FRIENDLY SOCIETY**

**PRE-REGISTRATION**

1. Application forms
2. Datasheet for **Proposed Officers'** of the Society.  
[ **Four (4) signed** type written forms]
3. **Three (3) copies of one (1) Proof of Address** for Persons on the Steering Committee  
[Utility Bill –GPL, GWI, GTT+; Tin Certificate, Bank Statement along with mailed envelope; Letter from JP/Toshoa (Affidavit of Residency) issued within ninety (90) days of application]
4. **Proof of Identification; Three (3) Coloured** copies of **Identification card/ Passport** for Persons on Steering Committee
5. **Three (3) recent Passport size photograph (same)** of the persons on Datasheet  
[Must be certified by: Head Teacher/J. P. /Pastor/Senior Public Service Official]. *See specimen below*
6. All potential members of the **Committee of Management** or **Steering Committee** must attend **Promotional Meetings** and **AMLCFT Awareness Session** before **Registration/Installation**
7. Remigrants, Commonwealth' and Naturalized Citizens must submit approved Document to serve on Committee of Management.
8. **One (1) copy of the Rules/Constitution** of the Society.
9. **One (1) copy of a five years Sustainable Plan** for the Society
10. Vetting **Fee of \$2,500.00 GYD** must be paid. This receipt must be submitted along with the documents for registration to the Department of Friendly Societies.

Specimen for Certification of Passport Size  
Photograph

I hereby certify that this is the true likeness of
_____
Name of Applicant
_____
Signature of Officer
<b>OFFICIAL STAMP</b>

**POST REGISTRATION**

11. Stationary **must** be purchase before receipt of Certificate of Registration  
[see stationary checklist].
12. General Meeting must be held within thirty (30) days to elect the Committee of Management.   
[N.B.: The Bank's - name and address; Signatories and Signing Authority; type and number of accounts, must be approved at the **General Meeting** and submitted to the **Department of Friendly Society** within **thirty (30) days of the date of Registration of the Society**]
13. Bank Accounts must be opened within three (3) months after registration.
14. The **Committee of Management** must attend an awareness session on *Roles, Responsibilities and functioning* of a **Co-operative Society** and should work closely with **The Co-operative Development Officer** of the *District throughout the life of the Committee.*

**Telephone Numbers: 227-0727; 226-9716; 225-8644**